



Communications Allowance Direct payment of suppliers

When to use
this form

- Use this form to ask us to pay your suppliers for goods and services incurred on your Parliamentary duties.

About filling in
this form

- For details of costs you can claim for please refer to booklet on Communications Allowance.
- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CRYDEN SOUTH

Office use only

Costs

Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/10/07 to 31/10/07

Allowance year

2007/2008

Suppliers

Amount

Website Maintenance £ 236.08 p
(VAT)

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

£ : p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Authorisation and declaration

- I declare that the above costs are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature

I

MP

Date

25/10/07

Data protection

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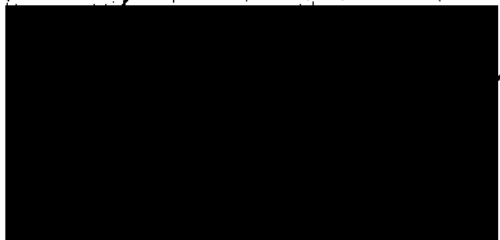
For the purposes of the Freedom of Information Act 2000 the House of Commons Administration is a Public Authority and therefore the information it holds will fall within the scope of that Act.

Under the Data Protection Act 1998, you have the right to see and receive a copy of any personal data that the House of Commons Administration holds about you. If you have questions about the contents of this notice or how your information is handled or about your rights under the Data Protection Act 1998, please call our Data Protection Officer on 020 7219 2032, who acts on behalf of the Data Controller (the Clerk of the House).

Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	



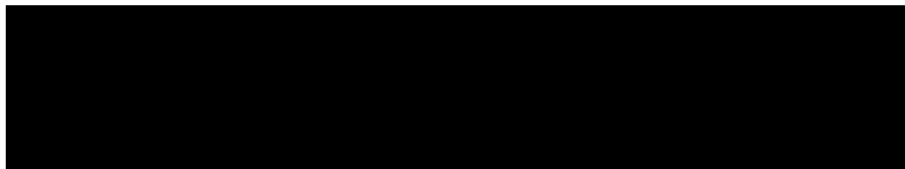
INVOICE

To: Richard Ottaway MP



Date	Reference	Invoice No/	Payment Terms
06 July 2007			30 days

Description:	Amount due (net):	VAT Rate:	VAT Amount:
VAT ONLY Services provided itemised on invoice [redacted] dated 6 July 2007. Copy of [redacted] attached – NOT TO BE PAID.	0.00		
[redacted]			
Sub Totals	0.00	17.5%	236.08
GRAND TOTAL			£236.08



INVOICE

To: Richard Ottaway MP

Date	Reference	Invoice No	Payment Terms
6 July 2007			30 days

Description:	Amount due (net):	VAT Rate:	VAT Amount:
Changes to web site			
Hosting inc SQL Serv 1 Feb 2007 to 31 Jan 2008	£249.00		
Newsletter pages (original)	£225.00		
Works as quoted 25 May: Changes to news pages Picture Gallery Miscellaneous minor changes	£650.00		
Works as quoted today: Links mechanism changes 2 nd Newsletter	£225.00		
Sub Totals	£1,349.00		
GRAND TOTAL	£1,349.00		



Communications Allowance
Direct payment of suppliers

VALIDATION Comms2
page 1 of 2
26 SEP 2007
RECEIVED

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name
in CAPITAL LETTERS

RICHARD OTAWAY MP

Constituency

CLYDEMAN SOUTH

Office use only

Costs

Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/09/2007 to 30/09/2007 Allowance year 2007/2008

Suppliers

Amount

Suppliers	Amount
Parliamentary Liaison Services Ltd	4817.50
Research and Office Support	4100.00
	£ _____ P
	£ _____ P
	£ _____ P
	£ _____ P
	£ _____ P
	£ _____ P
	£ _____ P

Office use only

Allow

Supp ID

Exp.Type
(Cat 5)

Authorisation and declaration

Signature

of costs incurred wholly,
my Parliamentary duties.

MP

Date

25/09/2007

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Send your completed form to

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

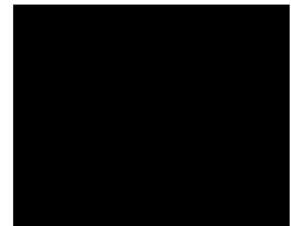
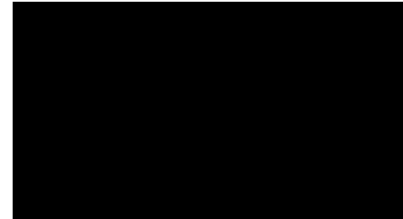
Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	

Invoice



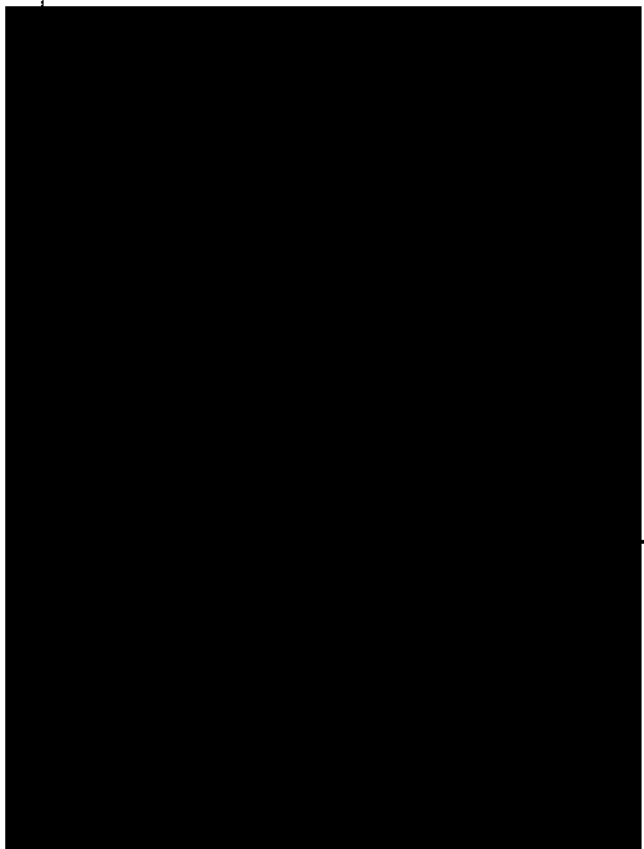
Parliamentary
Liaison Services
Limited

Invoice To
Richard Ottaway Esq MP ✓
[Redacted]



VAT REG NO	Tax Date	Invoice No	Ref No	Terms
[Redacted]	21/09/2007	[Redacted]	[Redacted]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Research & Office Support <i>Annual charge, so likely covers broader topics than Comms. & C.</i>	4,100.00	17.50%	717.50
[Redacted]			
		SUBTOTAL	£4,100.00
		VAT TOTAL	£717.50
		Total	£4,817.50 ✓



FORM FO23

CORRECTION TO GENERAL LEDGER

Finance and Administration	Reason for Amendment: Reallocation from IEP to Comms
Prepared by: <i>(print and sign)</i>	
Authorised by: <i>(print and sign)</i>	
Date: 12/11/2007	

Transfer Description	Account Code	Cost Centre	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6	Cat 7	Debit	Credit
									£	£
Transfer from IEP to Comms										4,817.50
Transfer from IEP to Comms									4,817.50	

Total	4,817.50	4,817.50
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All backing documentation must be attached to this form and filed in the Correction Journal file.

Transaction Reference:

Date received: Input by: *(Signature)*

Date Input onto Computer: Checked by: *(Signature)*



Communications Allowance
Direct payment of suppliers

Comms2

page 1 of 2

2007 III 03

When to use this form

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About filling in this form

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- If you have any doubt about whether you can claim for a cost, please call 020 7219 1340.

Your details

Name in CAPITAL LETTERS

RICHARD JITAWAY MP

Constituency

ROYDON SOUTH

Office use only	Costs	
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Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01/07/07 to 31/07/07 ✓ Allowance year 07/08

Suppliers	Amount
Communicate Ltd	£ 1,347 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only
Allow. / Supp ID / Exp.Type (Cat 5)

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

23/07/07

Data protection

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**Send your completed
form to**

Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only

Initials / Date

Validation
completed**Comments**

Communications Allowance
Direct payment of suppliers

02 JUL 2007

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About filling in this form

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Your details

Name
in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH.

Office use only	Costs	
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Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01 / 06 / 07 to 30 / 06 / 07

Allowance year

2007 / 2008

Suppliers

Amount

Windrush Group	£ 2020 : 00 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only

Allow. / Supp ID / Exp.Type
(Cat 5)

Authorisation and declaration

- I am authorised to incur these costs and are in respect of costs incurred wholly, or in part, in the performance of my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

28th June 2006

Data protection

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Send your completed form to

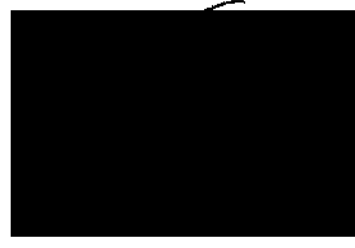
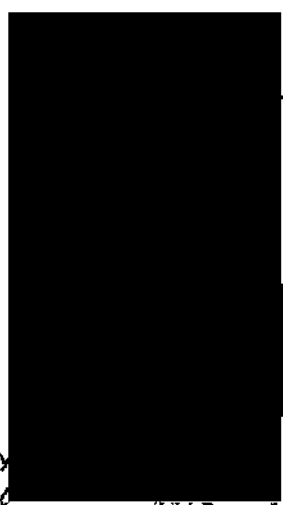
Validation Team, Operations Directorate,
Department of Finance & Administration, House of Commons, London SW1AA

Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments 	



INVOICE

RICHARD OTTAWAY MP



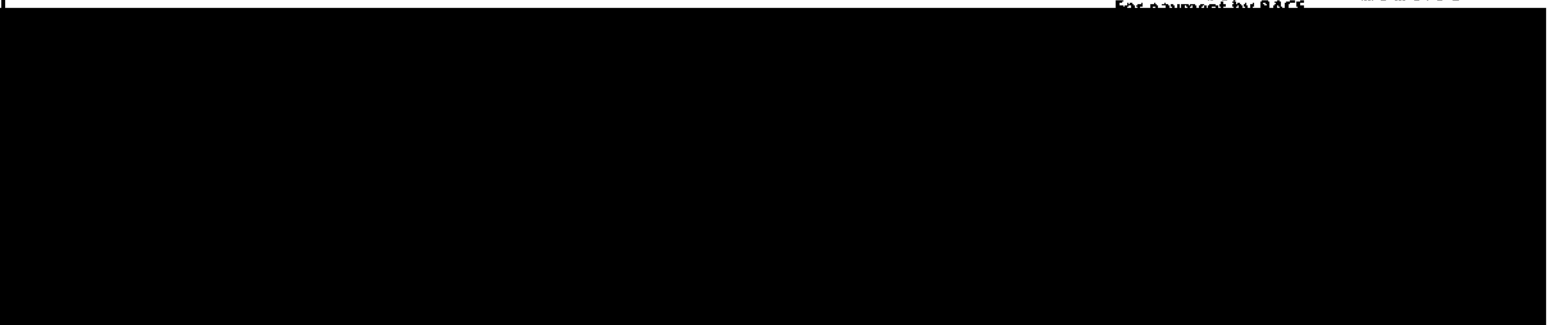
Your Ref.	Account	Our Ref.	Delivery	Price	Date	Number
					23 JUN 07	
				INV Page:1		
Description	Quantity	Price	Value *			
JOB NO [REDACTED] WESTMINSTER REPORTS - CROYDON QTY: 37,268 INK: 4X4 STOCK: 90 GSM BOND TRIM FOLD AND PACK	1.00	1800.00	1800.00 0			
DELIVERY TO 4 DROPS - MAILBOX/2 DROPS ROYAL MAIL KENT/1 DROP SURREY	1.00	220.00	220.00 0			

<-----£ VAT Analysis----->

Code	Supplies	VAT
0 0.00	2020.00	0.00

Net	2020.00
VAT	0.00
Total	2020.00

For payment by BACS





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Your details

Name
(in CAPITAL LETTERS)

RICHARD STANWAY MP ✓

Constituency

CROYDON SOUTH ✓

Office use only

Costs

Claim details

You can only request

payment to suppliers for goods and services directly relating to Communications Allowance.

Please ensure

you attach all supplier invoices.

Period of claim

from 01/06/2007 to 30/06/2007

Allowance year

____/____

Suppliers

Amount

Parliamentary Liaison Services 616 : 88 p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

£ _____ : _____ p

Office use only

Allow. /

Supp ID /

Exp.Type (Cat 5) ✓

Authorisation and declaration

Signature

[Redacted Signature]

of costs incurred wholly,
Parliamentary duties.

MP

Date

12/06/07

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Initials / Date

Validation completed

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Invoice

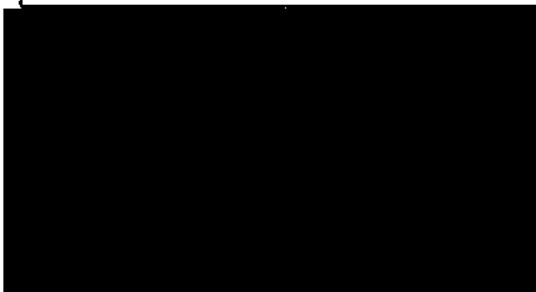


Parliamentary
Liaison Services
Limited

Invoice To
Richard Ottaway Esq MP
[REDACTED]

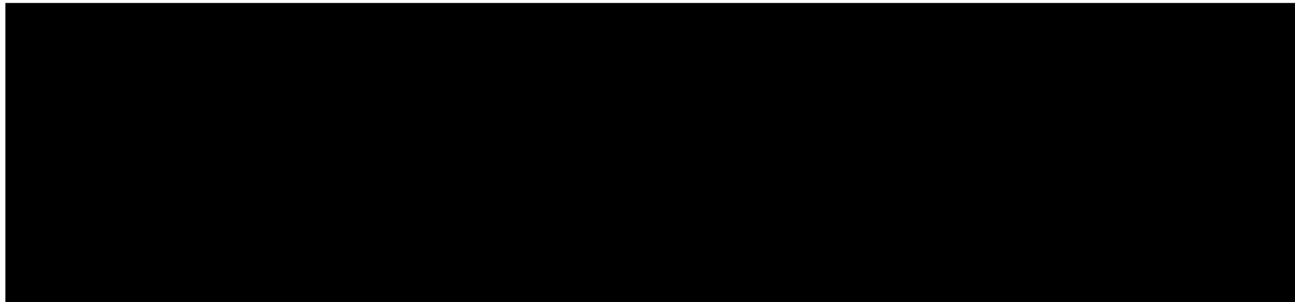
VAT REG NO	Tax Date	Invoice No	Ref No	Terms
[REDACTED]	06/06/2007	[REDACTED]	[REDACTED]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of distribution costs of Westminster Report	525.00	17.50%	91.88
[REDACTED]			

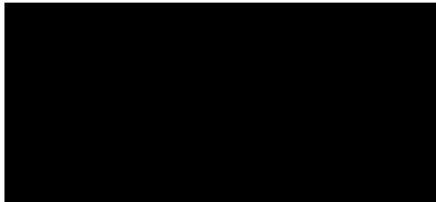


SUBTOTAL	£525.00
VAT TOTAL	£91.88
Total	£616.88

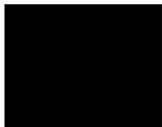
Mailbox Nationwide Ltd



PLS



Invoice Number:



Your Ref:

6th June 2007

Delivery of Promotional Material

15,000

PLS

@ £35.00

per thousand

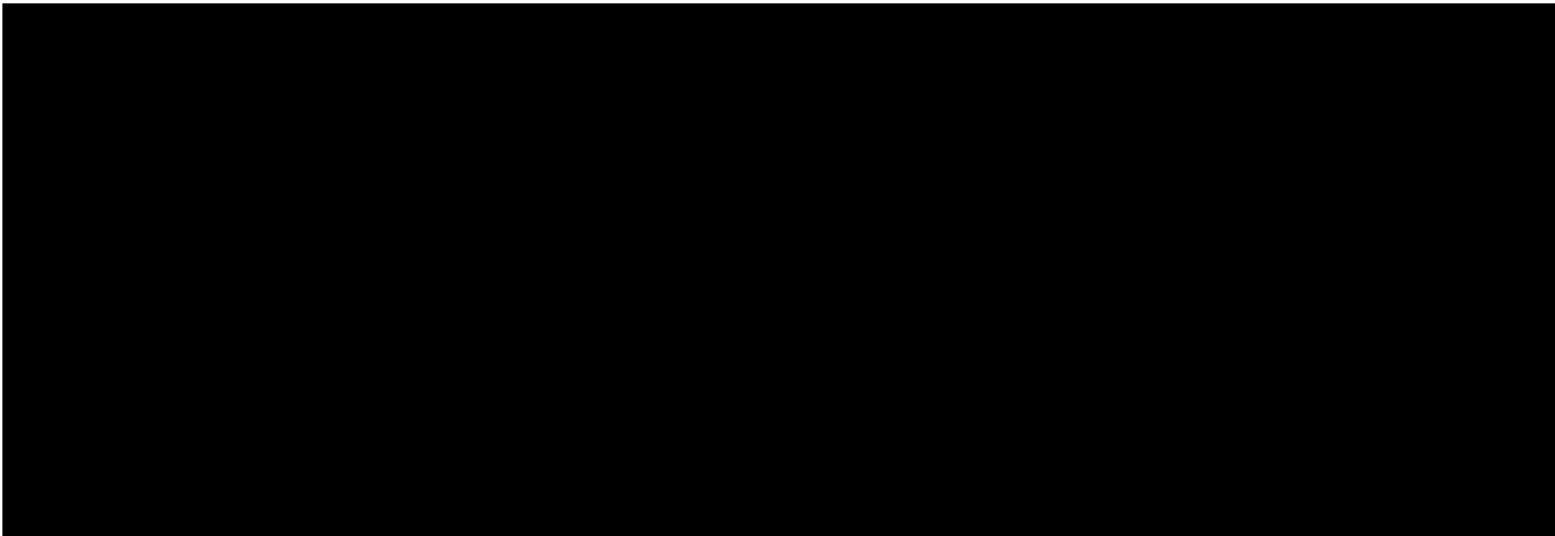
£525.00



VAT @ 17.5% £91.88

Total

£616.88





Communications Allowance
Direct payment of suppliers

07 JUN 2007

Comms2
page 1 of 2

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Your details

Name in CAPITAL LETTERS

RICHARD OTTAWAY MP

Constituency

CROYDON SOUTH

Office use only	Costs	
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Claim details

You can only request
Please ensure

- payment to suppliers for goods and services directly relating to Communications Allowance.
- you attach all supplier invoices.

Period of claim

from 01 / 07 / 2007 to 31 / 05 / 2008 Allowance year 2007 / 2008

Suppliers	Amount
Parliamentary Liaison Services	£ 256 : 73 p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p
	£ : p

Office use only		
Allow.	Supp ID	Exp.Type (Cat 5)

Authorisation and declaration

- I confirm that the payments requested are in respect of costs incurred wholly, exclusively in connection with my Parliamentary duties.

Signature

[Redacted Signature]

MP

Date

04/06/07

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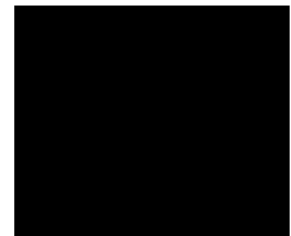
Office use only	
	Initials / Date
Validation completed	<input type="text"/>
Comments	

Invoice



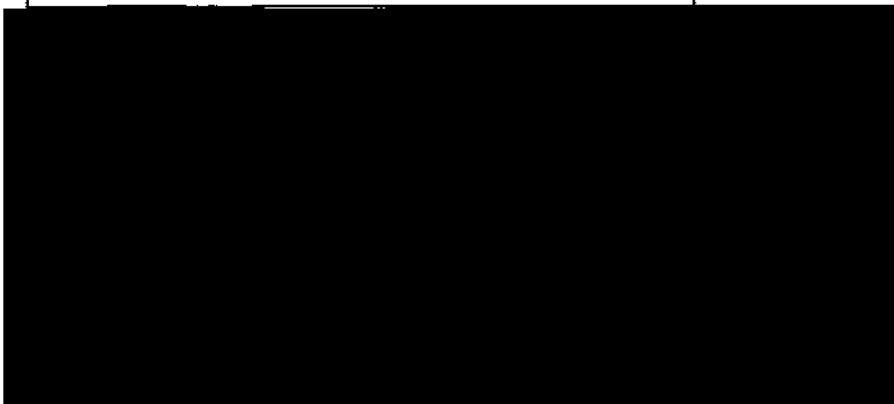
Parliamentary
Liaison Services
Limited

Invoice To
Richard Ottaway Esq MP
[REDACTED]



VAT REG NO	Tax Date	Invoice No	Ref No	Terms
[REDACTED]	25/05/2007	[REDACTED]	[REDACTED]	Due on receipt

Description	Net Amount	VAT %	VAT AMT
Recharge of distribution costs of Westminster Report	1,069.56	17.50%	187.17
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



SUBTOTAL	£1,069.56
VAT TOTAL	£187.17
Total	£1,256.73

